

## THE MANITOBA LAW FOUNDATION

### GRANTING POLICY

(As revised and approved June 13, 2018)

1. This policy consolidates Manitoba Law Foundation Board resolutions and sets out guidelines and principles that the Board of Directors will rely upon in making decisions regarding granting. The Board will review the policy annually and update as required.

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#### **Discretionary Grant Procedures**

7. Discretionary grants are made pursuant to a uniform application process that requires the applicant provide explicit information as to the proposed use of the funds and a commitment to account, both financially and programmatically, for their use in accordance with the objects or specifications of the legislation. The Board has approved application forms (for new and continuing grants) to be completed by all applicants. The Executive Director is authorized to make minor alterations to the approved forms for administrative efficiency.

The Foundation will promote and advertise the availability of grants and granting procedures. Application procedures and basic principles shall be publicly available through such means as the Foundation determines.

8. The Foundation operates a Small Grants Program intended to support small, one-time distinct projects of up to one-year in duration. Grant requests for consideration in the Small Grants Program must for \$20,000 or less. Applications for Small Grants are considered twice annually, at the Board's June and December meetings, with applications to be submitted for consideration at each of those meetings by March 31 and October 31, respectively.

The Foundation also operates a Project Grants Program intended to support one-time projects that do not fall within the parameters of the Small Grants Program, whether in terms of duration or value of the grant request. Applications for Project Grants are considered annually at the Board's December meeting, with applications to be submitted for consideration by October 1.

9. All recipients of discretionary grants shall enter into an agreement in standard form approved by the Board.
10. Discretionary grants are normally made on an annual basis for a term of one year, and only extraordinarily will the Foundation commit to multi-year funding. Any multi-year funding shall be on a "circumstances continuing to permit" basis so that grant recipients are made aware of potential funding disruption.

11. All discretionary grants shall be payable according to installment patterns established at the time of grant approval, unless later modified. The Executive Director of the Foundation, however, is authorized to pay any grant of up to Ten Thousand (\$10,000.00) Dollars in a single installment upon receipt of a signed letter of agreement in the form approved by the Board.
12. All discretionary grant recipients shall account in writing on progress, fiscally and programmatically, in accordance with the granting agreement and shall report in writing at the end of the granting period on the use of funds and the results achieved.
13. In considering a particular applicant or application for grant, the Foundation shall take into account a number of criteria, not all of which can be specified herein. The Foundation shall be sensitive to the needs of both the legal and broad community environments in Manitoba. Moreover, while recognizing the need to fund appropriate projects, which fall within traditional boundaries, the Foundation shall also specifically favour projects that show promise of creativity and innovation.
14. The Foundation recognizes its obligation to facilitate all of its statutory objects and to provide a measure of balance, without specifying a particular percentage, among the five objects over the longer term.

The Board may decide to give particular attention for a period of time to encouraging and funding activities and projects within one or more of the statutory objects and accordingly, may request applications for grants for projects within an object or a theme or themes specifically designated by the Board.

The Foundation as far as possible shall avoid duplication of discretionary grants in addition to those already mandated by statute.

15. The Board may consider general operating grants provided that a primary object of the applicant is consistent with one or more of the statutory objects.
16. Whenever possible, grant recipients shall be encouraged and assisted to obtain funds from other sources. Whether other funds are available, or funders have been canvassed, shall be considerations in assessing grants.
17. Grant recipients shall ordinarily be resident in Manitoba so that the expenditure of the grant funds and the outcomes accomplished will accrue to the benefit of the people of the Province of Manitoba. In special circumstances, particularly when most Canadian law foundations agree to extra-provincial funding, grants may be made to institutions not resident, and for work not done in or directly benefiting, the Province of Manitoba so long as the project undertaken is within the objects of the Foundation and is one which ought to receive the support of all Canadian law foundations.
18. Grants may be made either to individuals or to institutions, organizations or associations.